



**State of Vermont  
Public Service Board**

**MEMORANDUM**

To: EEU E-mail Service List

From: Ann Bishop and Ed McNamara, Board staff

Re: Next Steps for EEU Structure Working Group

Date: January 8, 2008

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On January 7, 2008, Public Service Board ("Board") staff held the tenth meeting of the Energy Efficiency Utility ("EEU") Structure Working Group. At that meeting attendees agreed to the following next steps:

- The Department of Public Service ("DPS") will contact the Secretary of Administration regarding whether he perceives any barriers to changing the current contract model to an appointment model. The DPS will provide the EEU Structure Working Group e-mail service list with information about the Secretary of Administration's opinion when it is available.
- Board staff will circulate a revised version of the Draft Recommendation for a Revised Energy Efficiency Utility Structure (Appendix G to the draft Interim Report) to the Working Group. The changes to be made by Board staff are: (1) accept all redline/strikeout changes; (2) fix any section numbering issues; and (3) change the date of the draft. (This has already been done.)
- By **January 11, 2008**, participants will circulate any comments they have on Board staff's draft Interim Report to the Board on the EEU Structure Working Group's activities.
- By **January 14, 2008**, the DPS will circulate a document that contains the elements of the Draft Recommendation for a Revised Energy Efficiency Utility Structure (Appendix G to the Interim Report) that it believes to be "structural."
- **January 18, 2008**, is Board staff's target date for finalizing the Interim Report. The report will be provided to the Board and circulated to the e-mail service list.

- By **January 24, 2008**, participants will circulate comments on the "structural" elements identified in the DPS's January 14, 2008, document. Participants' comments should address two areas: (1) whether any elements should be added to or subtracted from the DPS's list of structural elements; and (2) formal positions on what each participant believes to be the structural elements that have been discussed by the Working Group.
- From 1:30 to 4:30 p.m. on **January 28, 2008**, the EEU Structure Working Group will meet in the Board's Hearing Room, Third Floor, Chittenden Bank Building, 112 State Street, Montpelier, VT. Discussion will focus on parties' positions on the various "structural" elements with a goal of identifying areas of consensus and areas where differences of opinion remain.
- From 1:30 to 4:30 p.m. on **February 11, 2008**, the EEU Structure Working Group will meet in the Board's Hearing Room, Third Floor, Chittenden Bank Building, 112 State Street, Montpelier, VT. At this meeting the Working Group will begin to address participants' areas of concern with elements of the revised Draft Recommendation for a Revised Energy Efficiency Utility Structure that have not yet been fully explored. Specific topics will be identified at the January 28 workshop.